

### III. New responsibilities for ALL cases

#### 9. Notification and Public Outreach (except unregulated heating oil UST cases and emergency response cases)

Action	When	Forms	Other sources of info	Rule citations
<b>Hotline notification</b>				
Notify the hotline	Immediately after discharge is identified (15 min)	NA	1-877 WARNDP or 1-877-927-6773	<a href="#">7:26E-1.4(b)</a>
Submit written documentation of the discharge	Within 5 days after discovering a discharge	<a href="#">Confirmed Discharge Notification Form</a>	Submit to: NJDEP Case Assignment/Initial Notice PO Box 434 Trenton, New Jersey 08625-0434	<a href="#">7:26E-1.4(d)</a>
For IEC notification requirements see the IEC quick reference guide	NA	NA	NA	<a href="#">7:26E-1.14</a>
<b>Notification and public outreach (for all sites)</b>				
Conduct public notification by posting a sign or sending letters	Within 14 days prior to initiating RI or RA field activities	NA	Public Notification and Outreach Guidance	<a href="#">7:26E-1.4(h)</a>
Submit documentation of sign or letters to all of the following: <ul style="list-style-type: none"> <li>• DEP case manager *</li> <li>• DEP OCR</li> <li>• Municipal clerk</li> <li>• Local health official</li> </ul>	Within 14 days after notification is conducted	<a href="#">Public Notification and Outreach Form</a>	Submit to: <a href="#">NJDEP Case manager and Office of Community Relations</a> <a href="#">PO Box 413</a> <a href="#">Trenton, NJ 08625-0413</a>	<a href="#">7:26E-1.4(h)5</a> <a href="#">or (j)5</a>
If letters are used, distribute updated notification letters	Every 2 years until final remediation document is filed or issued	<a href="#">Public Notification and Outreach Form</a>	<a href="#">Public Notification and Outreach Guidance</a>	<a href="#">7:26E-1.4(j)2</a>
Submit documentation of updated public notification letters to all of the following: <ul style="list-style-type: none"> <li>• DEP case manager *</li> <li>• DEP OCR</li> <li>• Municipal clerk</li> <li>• Local health official</li> </ul>	Within 14 days after notification is conducted	<a href="#">Public Notification and Outreach Form</a>	Submit to: NJDEP Case manager and Office of Community Relations PO Box 413 Trenton, NJ 08625-0413	<a href="#">7:26E-1.4(j)5</a>

<b>Public notification requirements for sites with <u>off-site</u> contamination (in addition to notification outlined above)</b>				
Distribute a fact sheet  Exceptions: <ul style="list-style-type: none"> <li>Public notification is not required when contamination is limited to historic fill.</li> <li>When contamination is limited to soil and affected one adjoining property only, notify affected property owner by letter.</li> </ul>	Within 14 days after off-site contamination is identified	NA	<a href="#">Public Notification and Outreach Guidance</a>	<a href="#">7:26E-1.4(1)5</a>
Publish fact sheet in local newspaper	Within 30 days after off-site contamination is identified	NA	<a href="#">Public Notification and Outreach Guidance</a>	<a href="#">7:26E-1.4(1)5i</a>
Submit documentation of fact sheet distribution to all of the following: <ul style="list-style-type: none"> <li>DEP case manager *</li> <li>DEP OCR</li> <li>Municipal clerk</li> <li>Local health official</li> </ul>	Within 30 days after off-site contamination is identified	<a href="#">Public Notification and Outreach Form</a>	Submit to: NJDEP Case manager and Office of Community Relations PO Box 413 Trenton, NJ 08625-0413	<a href="#">7:26E-1.4 (1)5</a>
<u>Update</u> the fact sheet and distribute when delineation is complete (except for ground water cases).	Within 30 days after vertical and horizontal delineation of contamination is completed	NA	<a href="#">Public Notification and Outreach Guidance</a>	<a href="#">7:26E-1.4(1)6</a>
Publish <u>updated</u> fact sheet in local newspaper	Within 30 days after vertical and horizontal delineation of contamination is completed	NA	<a href="#">Public Notification and Outreach Guidance</a>	<a href="#">7:26E-1.4(1)6</a>
Submit documentation of <u>updated</u> public notification letters to all of the following: <ul style="list-style-type: none"> <li>DEP case manager *</li> <li>DEP OCR</li> <li>Municipal clerk</li> <li>Local health official</li> </ul>	Within 30 days after vertical and horizontal delineation of contamination is completed	<a href="#">Public Notification and Outreach Form</a>	Submit to: NJDEP Case manager and Office of Community Relations PO Box 413 Trenton, NJ 08625-0413	<a href="#">7:26E-1.4 (1)6</a>
For ground water cases, conduct <u>updated</u> public notification for the classification	NA	NA	NA	<a href="#">7:26E-8.3</a>

exception areas (CEA) when delineation is completed.				
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**\*Please note - if the Department has approved a request for an existing case to proceed without Department pre-approvals, documentation is not required to be submitted to the case manager.**

**For more information about public notification and outreach requirements see:**

- FAQs on this topic available at [http://www.nj.gov/dep/srp/guidance/public\\_notification/public\\_notification\\_faq.htm](http://www.nj.gov/dep/srp/guidance/public_notification/public_notification_faq.htm).
- Public Notification & Outreach Guidance is available at [http://www.nj.gov/dep/srp/guidance/public\\_notification/](http://www.nj.gov/dep/srp/guidance/public_notification/).
- There are no fees specific to this activity
- Other quick reference guides: under development
  - Immediate Environmental Condition (IEC) requirements
  - Free Product Removal requirements
  - Remedial Action Permits
  - Discharge Permits
  - Remediation funding source (RFS)

Public Notification & Outreach Information: Karen Kloo (609) 777-1971, [Karen.Kloo@dep.state.nj.us](mailto:Karen.Kloo@dep.state.nj.us)